

DEPARTMENT SPACE PLANNING SCHEDULE

The reconstruction of the Waterbury State Office Complex (WSOC) is proceeding on schedule. As the construction continues, will be working with each department's design team to create detailed designs for work spaces in the new building and renovated historic core.

This Department Space Planning article is a continuation of the Detailed Design Process article that can be found by clicking [HERE](#). That article covered establishing workgroups, the workgroup planning teams and an overview of the design meetings. The purpose of this article is to inform you of the detailed design schedule for your department and the upcoming activities in the process.

Detailed Design Meetings

The detailed design meetings will last approximately six to seven weeks per workgroup. We will conduct two or three simultaneous workgroup planning sessions. The first workgroup will begin in October 2014 and new groups will begin every three weeks. We anticipate completing the final workgroup detailed design in September, 2015. The chart below shows the approximate schedule for the detailed designs.

Department Space Planning Schedule		2014												2015																																				
		October			November			December			January			February			March			April			May			June			July			August																		
Department	Location	6	3	20	27	3	10	17	24	1	8	15	22	29	5	12	19	26	2	9	16	23	2	9	16	23	30	6	13	20	27	4	11	18	25	1	8	15	22	29	6	13	20	27	3	10	17	24	31	
DOC	NOB 2 SOUTH																																																	
DMH	NOB 2 NORTH																																																	
IFS	NOB 2 NORTH																																																	
DCF #1	NOB 1 SOUTH																																																	
DCF #2	NOB 1 SOUTH & HC 1 SOUTH																																																	
DVHA	NOB 1 NORTH																																																	
DAIL #1	HC 2 SOUTH																																																	
DAIL #2	HC 2 SOUTH																																																	
DHR	HC 2 SOUTH																																																	
CO	HC CENTER & 3 SOUTH																																																	
AAG	HC 2 NORTH																																																	
IT	HC 2 SOUTH																																																	
DCF #3	HC 1 SOUTH																																																	
DCF #4	HC 1 NORTH																																																	

Please note that:

- All dates are subject to change based on construction scheduling and AHS needs.
- Space planning meetings will typically occur in the group's current workspace. For groups currently split between several locations, we will attempt to visit all workspaces in order to see existing equipment, filing, etc.
- Space planning will include workstations, offices, meeting and focus rooms, filing, copy/print/work rooms, security issues, and special use spaces (for example, DAIL's assistive equipment tryout center).
- We currently anticipate moves to the new campus to begin in December, 2015. The schedule above only shows space planning dates. Planning needs to happen earlier so that lighting, heating, data, etc. can be set up based on the layouts we establish.

Detailed Design Activities and Tasks

Space planning is an integrative process; the layout of enclosed spaces and open spaces involves a lot of give and take. The best approach is to plan the enclosed spaces like offices and meeting rooms first and then plan the layout of workstations, filing areas, and soft seating in the open office areas. The workstation layout may force us to re-examine the layout of enclosed spaces; there will be some give and take. However, much of that give and take can happen quickly during the planning meetings. This approach applies to the New Office Building (NOB), and, to a limited degree, to the planning of the Historic Core (HC) spaces.

The Waterbury project is unique. Within the Historic Core building we have very little opportunity to change the location of interior walls. Many of the interior walls are masonry and serve a structural purpose. In some cases where walls have been removed to create open areas, there are structural or other logistical reasons for those spaces to be open. Therefore, in the Historic Core, we will be working mostly to lay out furniture and workstations within the constraints of the wall layouts shown on the current departmental location plans. Any changes to wall layouts will need to be evaluated from a constructability perspective.

The activities within the detailed design process are outlined below. These activities are intertwined and many take place in parallel. The outline below is a high-level view of what tasks take place in the detailed design process.

- Activity – Plan the layout of workstations and moveable wall partitions
 - Determine where staff are to be located
 - Determine staff workstation preferences and requirements
 - Create seating diagrams
 - Prepare for workstation equipment orders
 - Determine open suites, offices, meeting, and focus rooms (new office building only)
 - Create wall partition floor plans
 - Prepare for moveable wall partition equipment orders
- Activity – Plan meeting rooms and focus rooms
 - Determine meeting and focus room requirements
 - Number of users
 - Frequency of use

- Required equipment (monitor, speaker phone, white boards, etc.)
- Refine kitchenette and “soft seating” areas as applicable
 - Determine kitchenette and seating requirements
 - Determine number of users and frequency of use
 - Prepare for equipment orders
- Plan office layouts and finalize location of support spaces (historic core only)
 - Determine workstation layouts and configurations
 - Determine support space locations

Sign-Off Process

The final goal of the detailed design is to have a sign-off on the final workspace layouts by both the department work group planning teams and the AHS administration. The design team will provide the workgroup team with updated plans after each meeting. The plans will show the locations of workstations, equipment, filing, focus rooms, and meeting spaces. As the team nears consensus on the layout, a spreadsheet will be produced to detail the workstation types, staff accessory choices, and equipment requirements.

Once there is a final plan and spreadsheet, they will be approved for order by the departmental space contact and the state’s project manager from BGS. Please note that once signoff has been completed, additional changes cannot be made until two months after the last group moves in to the building. This will ensure that orders for other workgroups are not disrupted and that we can be certain the changes are needed.

Questions, Thoughts and Ideas

The Agency understands that employees have questions regarding the move to Waterbury and the detailed design process. If you have any thoughts, ideas or questions regarding the detailed design process, please submit them to the Waterbury **Idea Box** at AHS.WaterburyQuestions@state.vt.us [We encourage your participation in the detailed design process and welcome your thoughts, ideas and suggestions.

Thank you!